

Report for Week Ending 21 May 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

- ✓ (1) Completed 30 actions requiring the printing of 429,650 copies or sets of blank forms. This represents a decrease of 20 actions involving a decrease of 415,050 copies or sets compared to last week.

- ✓ (2) Four new and seven revised forms were approved.

- ✓ (3) One form was made obsolete.

25X1A9a

b. Intangible

- ✓ (1) Provided DD/P with 12 copies of a current (as of 9 May 58) numerical forms index. (10-Mr. [REDACTED]). They will be redistributed to Area Divisions where they will be used to check out [REDACTED] to the field and for related purposes.

25X1C4a

25X1A9a

- ✓ (2) Assisted O & M (DD/S - Mrs. [REDACTED]) in the development of Form 1451, Record of Overseas Service, a related instructional card and a proposed Agency Notice. This form will be used as a questionnaire to obtain data from all Agency employees about their overseas service for [REDACTED]

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- ✓ (3) Disapproved two employee suggestions.

- ✗ (4) Standardization of a Common Information Report Format for Army has been achieved and funds have been obtained to purchase the new equipment, (see attached report to Mr. [REDACTED] Chairman of the IAC Committee on Documentation). The new system should become completely operational in 6-9 months (allowing time for procurement and testing of new equipment and time to use up the old forms). The Committee on Documentation is a newly activated permanent Committee of the Intelligence Advisory Committee and is successor to the old Ad Hoc Sub Committee on Information Processing. The working group which I chair has been continued as an ad hoc sub committee of the Committee on Documentation.

25X1A9a

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2. Assignments

a. Active

- ✓(1) Six new forms are being developed to tie-in with the new Flexowriter System in the Office of Logistics. Three of these forms are eleven part snap-out sets and two are four part snap-out sets. One form is a simple cut sheet.

25X1A9a

- 25X1A2g (2) Miss [REDACTED] is study relating to size of the proposed revised [REDACTED] es. We have been gathering facts. Computing costs, etc., consulting with [REDACTED] - [REDACTED] and [REDACTED]

25X1A8a

25X1A6d

25X1A9a

- ✓(3) Nine new and fifteen revised forms are pending.
- ✓(4) Nine Employee Suggestions are pending.
- ✓(5) PSD Forms Survey. Three forms designed and sent for printing. Evaluated an employees suggestion concerning the Printing Services Requisition Form 70

25X1A9a

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